



# Foreign Affairs Manual

## 3 FAM – Personnel

**Change Transmittal:** PER-640

**Date:** June 7, 2011

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## 3 FAM 2360 TELEWORK

### Changes

1. **3 FAM 2360, Telework:** Substantial revisions have been made to the following sections:
  - **3 FAM 2361.2, Authority;**
  - **3 FAM 2361.3, Applicability;**
  - **3 FAM 2361.4, Definitions;**
  - **3 FAM 2362, Department Policy;**
  - **3 FAM 2362.1, General Provisions;**
  - **3 FAM 2362.2, Eligibility:** This section was formerly titled “Factors to Consider in Approving Telework Arrangements”;
  - **3 FAM 2362.3, Special Considerations for Telework Abroad:** This section was formerly titled “Examples of Suitable Work”;
  - **3 FAM 2362.4, Factors Precluding Approval of a Nonemergency Telework Arrangement;**
  - **3 FAM 2362.6, Training:** This is a new section;
  - **3 FAM 2363.1, Employee;**
  - **3 FAM 2363.2, Supervisor;**
  - **3 FAM 2363.3, Bureau Telework Coordinator:** This is a new section;

- **3 FAM 2363.4, Telework Managing Officer:** This is a new section;
- **3 FAM 2364, Time and Attendance Certification;**
- **3 FAM 2364.1, Salary and Benefits:** This is a new section;
- **3 FAM 2364.3, Alternate Work Schedules;**
- **3 FAM 2364.4, Group Dismissal;**
- **3 FAM 2365, Emergency Response Telework – Continuity of Operations (CCOP);**
- **3 FAM 2366.2, FOBs or Subsequent Generation Technology:**  
This is a new section;
- **3 FAM 2367, Workers’ Compensation;**
- **3 FAM 2368.6, Termination of a DETO Arrangement;** and
- **3 FAM 2368.13, Pay, Virtual Locality Pay, and Holidays.**

## 2. Crosswalk for 3 FAM 2360:

From Prior Issuance	To Current Issuance	Prior Title	Current Title
2364.1	2364.2	Leave	same
2364.2	2364.3	Alternate Work Schedules	same
2364.3	2364.4	Group Dismissal	same
2366.2	2366.3	Home as the Alternate Work Site	same
2366.3	2366.4	Telephone Calls	same

3. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume’s transmittal acronym and numerical series remains in place.
4. Revisions in this issuance are **not** shown in *italic dark magenta* since they constitute more than 50 percent of the subchapter. Later revisions may be shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

## **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 3 FAM 2360 (CT:PER-625, 02-02-2010; 23 pages) and replace it with revised subchapter 3 FAM 2360 (24 pages).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:PER-640, and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

**(HR/ER/WLD)**